

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

FROM : Acting Chief, Supply Division

SUBJECT: Monthly Report - Supply Division

DATE: 3 February 1949

During the month of January, we have undertaken the reorganization of the Storage and Issue Section. This reorganization was necessary to physically locate supervisory personnel in locations where the work is being performed.

As a result of this reorganization, certain changes in the physical layout of offices and working areas were necessary.

The addition of the Communications Division Supply Account, now referred to as Signal Supply Unit, Account #1 was taken over during this month. Certain personnel in this unit were absorbed in other units of the Storage and Issue Section. For example, Receiving Clerks in the former Communications Supply Accounts were absorbed in our Receiving and Inspection Unit of the Storage and Issue Section. Personnel of the Storage and Issue Section were instructed as to their responsibilities and duties from the Chief of the Storage and Issue Section down through each supervisor.

A study of internal procedures affecting the warehouse was made by the Chief, Supply Division and the Chief and Assistant Chief, Storage and Issue Section. Our recommendations with regard to the handling and flow of requisitions for all stock items of CIA have been deferred, pending the completion of the Management Branch survey. Discussions have been held with members of the Communications Division, OSO and members of this Division, regarding the procedure for the handling of cargo. There are certain changes necessary in this procedure which we would like to put into effect as soon as possible. However, this has likewise been deferred by the Services Officer, pending the completion of the survey.

Discussions were held with the Chief, Procurement Section and members of the Fiscal Branch, regarding the time required in processing purchase orders for encumbrance. From these discussions, we feel that the handling of purchase orders will be speeded up to some extent. However, as the Fiscal Branch explained, there are some delays due to insufficient funds in the allotments for the requisitioning branch.

PROBLEMS:

There still exists a problem in the Storage and Issue Section with respect to the stores laborer personnel. There are five stores laborers now pending clearance from Security. With the increase in the number of deliveries to and from the warehouse to offices in CIA, it has worked a hardship on the warehouse because of insufficient stores laborers.

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The control of the issuance of property passes at the Briggs Warehouse by personnel of the Communications Division will be the subject of another memorandum.



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Acting Chief, Supply Division

VOLUME:

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Procurement Section:

1. Requisitions:

Total number received.....	739
Procurement and/or supply action completed.....	692
Pending bids and/or clearance.....	58
Pending information necessary to complete action.....	39

2. Purchase Orders:

Prepared and issued.....	972
Pending encumbrance.....	36
Total expenditures obligated.....	\$104,127.87
Petty Cash expenditure.....	76.19
Total - Dollar expenditures.....	\$104,204.06

Contract Section:

1. Contracts Completed (Vouchered)

a. Supply.....	5
b. Service.....	0

2. Contracts Pending.....7

3. Amendments to Contracts.....0

4. P&A Agreements

a. Supply.....	1
b. Service.....	1
c. Lease.....	0

5. Total expenditure.....\$49,448.93

Storage and Issue Section:

1. Requisitions:

a. Received during month	683
(1) Account #1 - Signal Supply Account.....	59
(2) Account #2 - Office Supplies.....	406
(3) Account #3 - Office Equipment.....	166
(4) Accounts #4 and 5 - Operational and Medical Supplies.....	52
	<u>Total.....683</u>
b. Completed.....	683
c. Balance on Hand.....	0

*Not vouchered this month per  
Rayl Hedger  
m. E. H.*

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2. Cargo and Domestic Shipments:

a. Requests.....	273
b. Shipments accomplished.....	221
c. Total Weight.....	160,267
d. Number of cases.....	659
e. Balance of cargoes on hand.....	52

3. Miscellaneous:

a. Job Orders:

Moving and relocation of equipment in CIA buildings.....	285
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